

AFFILIATION INSTRUCTIONS
MISSOURI
FAMILY, CAREER AND COMMUNITY LEADERS OF
AMERICA

SCHOOL YEAR 2002-03

- For the 2002-03 school year, state and national affiliation for Missouri FCCLA chapters will be submitted to the state association for processing. The state office will then forward to national headquarters the necessary information and payment for the national portion of dues.
- Each Family and Consumer Sciences teacher that has previously affiliated has been assigned a unique chapter ID number for the FCCLA chapter affiliated by that teacher. This chapter ID number is the same as the one assigned by the national FCCLA office. We have placed a label containing your chapter ID number, chapter advisor name and school address on your affiliation form. When completing the form, please note any changes to the advisor name and/or address. We cannot make changes to our mailing labels until we receive this information. If you are receiving a form without this information, please enter it on the form.
- Chapters may affiliate as many times as needed throughout the school year. Affiliation deadlines to note are:
 - November 1** – deadline to state office so that forms can be processed to meet national deadline for full services, to include all issues of *Teen Times*
 - December 20** – eligibility for regional, state and national STAR Events; eligibility for regional, state or national officer candidates.
 - March 1** – dues must be paid in order to attend State Leadership Conference.
 - May 31** – last date dues accepted for the 2001-2002 school year.
- Follow the instructions that are on the back of your affiliation form. Don't forget to keep your copies as indicated and to send in your list of members.

These are postmark deadlines. Faxes are not acceptable. In addition, payment MUST accompany the affiliation form. With only two staff people to process these forms, we simply are unable to deal with purchase orders or future payment vouchers. Payment can be a personal check, school check or a money order. Submit ONE check only with each affiliation submission. Payment must be made to Missouri Family, Career and Community Leaders of America.

If you have any questions, please do not hesitate to contact
Christine Hollingsworth, State Advisor or Connie Koechner, Secretary.

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